

State of Louisiana – Department of Social Services Laptop – Release of Responsibility for DSS Office and Home Office Use	
SECTION A – DSS Employee shall complete this form and print the completed form prior to laptop pickup by a DSS IT Technician	
Laptop Property Tag Number:	17500-0
Employee's Name (Printed):	
Employee's Signature:	
Date:	

SECTION B – DSS IT Technician shall complete this section at the time of pickup	
Remedy Ticket No. assigned to Laptop Pickup:	
Laptop Pickup Date:	
Name of IT Technician Picking up laptop:	
Signature of IT Technician Picking up laptop:	

- NOTE:**
- 1. The Employee completing this form must keep a copy of the form for his/her file.**
 - 2. The IT Technician shall immediately attach the completed form to the IT Equipment Movement Form (DSSPC-2) and then submit both forms to Contact #2 listed on page 6 of the procedure manual for processing.**